



THE CITY OF
SAN DIEGO
IS SEEKING AN
INTERNAL AUDITOR



THE CITY

California's second largest city, San Diego is home to a population of nearly 1.3 million residents within 342 square miles. Known for its idyllic climate, magnificent beaches, world famous sites/attractions, a dynamic downtown and a wide array of neighborhoods, it's no wonder San Diego was named one of America's Most Livable Cities. Located on the Pacific Ocean near the U.S. Mexican border, San Diego is one of the most ethnically and culturally diverse locations in the nation. Recent demographic projections indicate that up to 1.7 million residents will call the City home by 2020.

San Diego is one of the safest large cities in the country, offers participatory and spectator sports opportunities, beachfront resorts, luxurious spas, multi-cultural celebrations, and a wide variety of housing options. Consistently rated as one of the best tourist locations in the country, San Diego is home to Sea World, the San Diego Zoo, Wild Animal Park, and Balboa Park, the largest urban cultural park in the U.S. It also features 15 museums, numerous art galleries, gorgeous gardens and the Tony Award-winning Globe Theatres. San Diego is also recognized for its outstanding schools, universities, research and medical facilities. It has five outstanding four-year universities

and 10 local community colleges. San Diego also has the highest percentage of college graduates of any city in the country and tops all other U.S. cities in the number of PhDs per capita.

The Economy

The San Diego regional economy continues to undergo a dynamic transformation from one based on military and defense spending to an economy that is propelled by hi tech companies competing in the international marketplace. The top four industries in San Diego are manufacturing, defense, tourism and agriculture. In addition, the City focuses on six main industry clusters: biotechnology/biosciences, defense and space manufacturing, electronics manufacturing, financial and business services, software and telecommunications. Independent studies indicate that San Diego is one of the top 10 cities in the nation positioned for job growth through 2025. Much of this projected job growth can be attributed to the many hi tech jobs being created by emerging hi tech companies in the region. Other industries showing promising expansion are environmental, transportation, recreational goods, and international trade.

Transportation and the Environment

The City is well-connected with the rest of the country and the world through highways, rail, sea and air.

San Diego adheres to "Transit Oriented Development" guidelines to discourage urban sprawl and to promote the creation of areas that are designed to be pedestrian friendly, connected to transit, and have a mix of uses. Bus, trolley and commuter rail stations in the City are served by the Metropolitan Transit System. To ensure that the region continues to prosper, while at the same time protecting its incredible natural resources, the region's leaders and the public are working together toward a future that offers each resident the highest possible quality of life in one of the most beautiful locations in the world.

CITY GOVERNMENT

On January 1, 2006, the City of San Diego's system of government changed from a City Manager form to a Strong Mayor form of government. The Mayor, Jerry Sanders, was elected as the City's first Strong Mayor. There are also eight City Council Members (elected by district on a non-partisan basis to four-year staggered terms) and a citywide elected City Attorney. All elected officials are subject to a limit of two consecutive terms. The Mayor is committed to leading the City to financial stability, open and responsible decision making and the restoration of the public trust in government.

THE POSITION

The candidate for this single incumbent, executive, Internal Auditor position shall be selected by the Mayor with the participation of the Audit Committee. The City's Audit Committee was established in January 2007 and is currently comprised of three City Council members. In June 2008, it is expected that the public will vote on a City Charter revision that could permanently address the composition

of the Audit Committee and increase the independence of the Internal Auditor position. During the interim period prior to June 2008, the Mayor has established a Statement of Operating Principles for the Internal Auditor position. Provisions include:

- During the interim period, the Auditor's internal audit function shall focus on financial reporting, completion of the City's CAFRs for fiscal years 2003 through 2007, and the City's internal controls over financial reporting.
- The Auditor will communicate to and consult with the Audit Committee and be responsive to its requests consistent with the Committees' oversight responsibilities. The Auditor shall have the responsibility to inform the Audit Committee if his/her independence is being compromised.
- The Auditor will prepare an Annual Audit Work Plan. The Plan will include the recommendations of the Mayor and Audit Committee, including prioritization of the workload according to available resources and the budget. The Auditor will resolve any differences through the exercise of his/her professional judgment.
- The Mayor, in consultation with the Audit Committee shall evaluate the performance of the Auditor and shall consult with the Audit Committee with respect to the budget and compensation of the Auditor.

Upon assuming his/her new position, the Internal Auditor will supervise a team of auditing professionals and will be responsible for performing some of the following major functions:

- Establish risk-based internal audit plans using a systematic and disciplined approach to determine the priorities of the internal audit activity.

- Conduct citywide routine and periodic internal audits over the authorization processing, recording and reporting of financial transactions for compliance to generally accepted practices and specific City policies and procedures.
- Participate in special studies and analysis; develop operating policies/procedures to ensure adequate internal controls and the accuracy and reliability of financial information.
- Facilitate the work of independent auditors; provide advice on follow-up procedures/activities and serve as a technical resource for audit issues.

For more information on the City of San Diego and its departments and services visit the City's website at: www.sandiego.gov

THE IDEAL CANDIDATE

The ideal candidate is a strong and resilient finance/audit/accounting professional, who has outstanding leadership skills, and possesses well-rounded experience in the theories and principles of government auditing/accounting; municipal administrative practices; internal audit standards; electronic data processing systems; administrative and accounting controls and the demonstrated ability to logically develop and present audit reports and recommendations. Desirable candidates will have a proven track record of performing diverse and specialized financial and operational audits, improving internal controls and processes and building professional and mutually productive relationships with stakeholders and oversight committees. A successful record of applying effective management practices, along with a commitment to staff development, will be favorably considered. In addition, experience working in a large complex organization will well serve the new Internal Auditor.



THE CITY OF SAN DIEGO



A Bachelor's degree in accounting, finance, public administration or closely related field is required and a Master's degree is preferred. Substantial experience in governmental accounting standards, government generally accepted auditing standards, municipal finance administration, principles of municipal accounting systems and controls, and techniques of auditing and integrated computer based accounting systems is expected. Professional certification (e.g. CPA, CIA) and five to fifteen years of audit experience (including supervision) is required.

In addition to the previously stated qualifications and experience, the ideal Internal Auditor candidate will also possess the following competencies and characteristics:

- Energized by major challenges and accomplishments
- Apolitical, but politically astute
- Knowledgeable of professional practices and trends
- Communicate with confidence
- Possess and demonstrate integrity and professionalism
- Superior decision maker; takes risks courageously and judiciously
- A proven manager of people and a skilled mentor
- Displays genuine concern for staff development
- Possesses sound judgment and excellent intuition
- Displays technical competence and delivers results
- Proactive problem solver who finds solutions to difficult issues

COMPENSATION & BENEFITS

The salary for this position is negotiable depending on experience and qualifications. The successful candidate will be eligible for participation in the City's Flexible Benefits Plan (\$5,575 annual value) which offers several optional benefit plans or a taxable cash option, supplemented by the City's Management Benefit Plan (\$3,000 annual value); paid annual leave accruing at 22 days per year for the 1st to the 15th year of service; defined benefit City retirement system (2.5% at 55) with CalPERS reciprocity for applicants with eligible service; and optional deferred compensation and 401(k) programs. All employees must join the City's supplemental pension savings plan, with a minimum required contribution of 3% of salary. The City matches salary contributions to this plan up to 6.05% and provides vesting at 20% per year of participation.

APPLICATION & SELECTION PROCESS

To be considered for this unique career opportunity, please submit a cover letter, resume, list of five professional references (names, relationship, phone numbers), and current salary information by **Friday, June 22, 2007**. Resume should reflect both years/months of positions and assignments held, scope of operations managed, and major accomplishments in each position. Materials and inquiries should be directed to:



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Following the final filing date, resumes will be screened in relation to the criteria articulated in this brochure. Candidates deemed to have the most relevant experience and credentials will undergo screening interviews with the consultants in early July. The City of San Diego will then select a smaller group of finalists to be interviewed. Following extensive background and reference checks, an appointment is anticipated in August 2007.